



CHILD CARE
COLLABORATIVE
OF IOWA

Project Name :	Work-group Assigned :
-----------------------	------------------------------

Date:

Project Outline	Project Questions
Target Audience :	
Delivery : Letter to be emailed electronically	
Description/Communication Goal : Include technology one-pager, unless other wise noted	
“Ask” to Include : List specific needs	
Theme : Supporting local child care through technology donations, unless otherwise noted	
Layout :	
Timeline :	
Final Proof :	

Project Outline	Project Questions
<p>Standard Technology Letter Language :</p> <ul style="list-style-type: none"> • Dear or To whom it may concern, • Who, what, were, when, and why and ask • CHILD CARE NAME, a child care business in CITY NAME for # YEARS and cares for # CHILDREN. Recently, CHILD CARE NAME, has applied and was approved to participate in Financial Management Consulting. One goal is to assure CHILD CARE NAME has the appropriate technology to stay relevant in today’s child care market. The Financial Management Consulting helped complete a technology assessment. As a valued local business and community leader we are writing to ask for your support to CHILD CARE BUISNESS to help purchase the following: INSERT ITEMIZED TECHNOLOGY NEEDS • Your participation will help ensure CHILD CARE NAME has appropriate technology available for family communications, accounting, staff training, record keeping and safety. • Financial Management Consulting is a free service offered as part of the Child Care Collaborative of Iowa. These services have been created based on the goals set by the Governor’s Task Force in DATE. CHILD CARE NAME is eligible for Financial Management Consulting for a 12-month period. • Thank you for your consideration in supporting your local child care. It takes the whole community to ensure all children are ready to succeed in the future. If you have any questions, please contact, NAME, TITLE, at EMAIL and PHONE NUMBER. 	
<p>Work-group Meeting Overview :</p>	
<p>Distribution Plan :</p> <ul style="list-style-type: none"> • Word versions of the template will be available on the website: https://midsioux.org/ccci/) • Financial Management Consultants will share with enrolled programs 	